

Welcome, UHCL Business Administrators!

Friday, February 10, 2023

- **Attendance: Scan the QR code to sign in.**
 - If you did not bring your device, let April know and she will mark you present.
- **We will begin shortly.**

Business Administrator Meeting
Sign-In: 2/10/2023



<https://forms.office.com/r/LvuNhg5Y9M>

Introduction

- Welcome to our team:
 - Nicole Lenderman
College of Science and Engineering,
College Business Administrator
 - Renee Chavez
Faculty Affairs Coordinator
(also Provost Office Dept Assistant)



Agenda Items – February 10, 2023

- **Mark Denney (VPAF):**
 - Reminder - Chief DBAs & CBAS from each division will need to complete the Dept Assistant Structure Excel form (as discussed in last meeting).
- **DeAngel Bonilla (Chief Business Administrator, Academic Affairs):**
 - Business Admin Workflow concerns
 - Reactivation of Inactivated positions (discussion with Human Resources)
- **Abby Varela and Erika DeLeon (Human Resources)**
 - Faculty Reporting Lines

Agenda Items (continued)

- **Laura Molina-Guzman** (CBA, College of Education):
 - Clarification on SCR voucher approval procedures

- **Cindy Saltzman** (DBA, Student Affairs):
 - Strategic Hiring Process: PeopleSoft Strategic Hiring Committee workflow routing sequence for ePRFs.

Save The Dates

Budget Development (CBAs and DBAs only):

Wednesday, February 15th at 3 pm-4:30 pm (Bayou 1311)

Hyperion Reports Training:

Tuesday, February 28th at 10 am-12 pm (HR Training Room)

Next Business Administrator Meeting date:

Friday, March 10th at 10 am (Location TBD)

